

BEAR RIVER SERVICE AREA

Job Seeking **Skills Workshops**

No cost workshops open to all job seekers

November 2017

Job Seeking Skills	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	Nov 1 Nov 15	1:00 PM–3:30 PM 9:00 AM–11:30 AM	Brigham City EC Brigham City EC
INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	Nov 1 Nov 15	9:00 AM–11:30 AM 1:00 PM–3:30 PM	Brigham City EC Brigham City EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Nov 6, 13, 20, 27 Nov 15 Nov 30	9:00 AM–1:00 PM 9:00 AM–1:00 PM 12:00 PM–4:00 PM	Logan EC BATC Logan Logan EC
EMPLOYMENT ESSENTIALS LAB: Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	Nov 3, 10, 17 Nov 24	2:00 PM–4:00 PM 10:00 AM–12:00 PM	Logan EC Logan EC
EMPLOYMENT ESSENTIALS - YOUTH AGES 14+: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Nov 9	3:30 PM–5:00 PM	Logan EC



Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Brigham City EC
138 W. 990 S.
- ★ Logan EC
180 N. 100 W.
- ★ BATC Logan
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

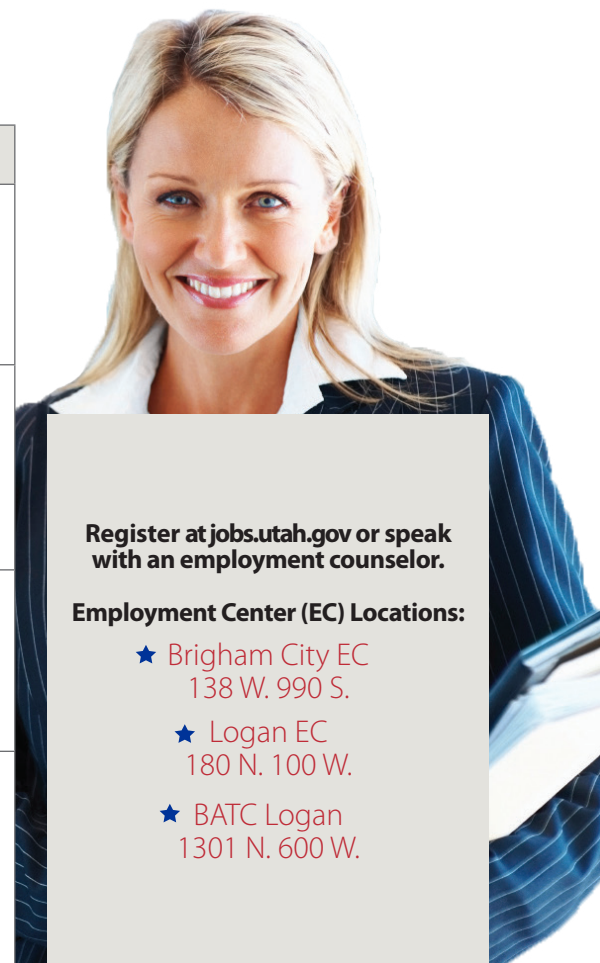
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PROFESSIONALISM: SUCCESS IN THE WORKPLACE: Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	None		
*LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	None		
JOB SEARCH STRATEGIES: Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	None		
FINANCIAL MANAGEMENT TIER 1 - CREDIT: Identify types of credit and the wise use of credit. Learn how to pull, read, understand, repair and dispute issues on your credit report and gain strategies for managing credit leading to financial stability. Tips on debt management and power pay.	Nov 8, 22	2:00 PM–4:00 PM	Logan EC



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Life Skills	Date	Time	Location
FOOD SENSE PROGRAM: Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.	Nov 7, 21	2:00 PM–3:00 PM	Logan EC
BUDGETING: Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	Nov 6, 20	2:00 PM–4:00 PM	Logan EC
ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	Nov 8	9:00 AM–1:00 PM (PART 1)	Brigham City EC
	Nov 9	9:00 AM–1:00 PM (PART 1)	Brigham City EC
	Nov 28	9:00 AM–1:00 PM (PART 1)	Logan EC
	Nov 29	9:00 AM–1:00 PM (PART 2)	Logan EC
HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	Nov 14	9:00 AM–4:00 PM	Logan EC
PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	Nov 15	9:00 AM–4:00 PM	Logan EC



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